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LOGISTICS SERVICES DIVISION
WEEKLY REPORT
PERIOD ENDING 19 OCTOBER 1983

I. Progress Report on Tasks Assigned by the DCI/DDCI:

No items this reporting period.

II. Items/Events of Major Interest:

a. DCI Portrait Copying: On 18 October 1983 the portrait of John McCone was removed for copying by the artist Cedric Egeli. Upon completion of this portrait, a copy of the Turner portrait is due to be executed. However, the original is so poorly painted that the artist suggested that sittings may be necessary.

c. Relocation of Tube Station: The Carrier Maintenance Section, Space Maintenance and Facilities Branch (SM&FB), LSD/OL, completed the relocation of the tube station in Room 6E2914 for the Executive Registry. The Carpenter Shop then finished the enclosure for the tube station. VTR work in the area is to be scheduled with the Sheetmetal Shop.

d. Completion of Electrical Work: The Electrical Shop worked overtime on 15 October 1983 to make the necessary electrical connection to the video equipment racks and install temporary connections from the Lutron dimmer system to the operator control panel in Rooms 1E66-1E78, Office of Central Reference, DDI. This work was not on the original GSA drawings.

e. Survey of the Executive Dining Room: A survey in the Executive Dining Room, 7D40 Headquarters Building conducted by the Maryland Fire Equipment Corporation, required the installation of shunt trip breakers in the two electrical panels for the kitchen area. This connection will automatically interrupt electrical power when the fire suppression system is activated. The work was accomplished on overtime by the Electrical Shop on 15 October 1983.

f. Meetings: A preconstruction meeting was held by SM&FB on Tuesday, 18 October 1983, with Tri State, the company awarded the contract to modify the existing doors for the handicapped at the Northeast entrance. The non-electrical doors on the left side of the entrance will be replaced with electrical doors to accommodate the handicapped. Work is scheduled to commence within the week.

On 17 October 1983 a representative of the Architectural Design Staff (ADS), LSD/OL, met with representatives from the Office of Communications to discuss possible watch office locations in Room 1B43 Headquarters. ADS has received requirements and is conducting a feasibility study. They have recommended the engineering firm KIDDE for the A&E work, and a written scope of work is being prepared.

g. Survey of Key Building: A survey of the Key Building was made by the Arlington County Fire Inspector, with the following results: The deadbolts on the doors at garage levels 1, 2 and 3 must be removed because these doors are designated as fire exits and may not be secured with deadbolts. The deadbolt on the door at the rear lobby level must also be removed. The Office of Security has not yet made a decision in this regard.

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h. Heating Problem [redacted] A speed letter has been submitted to the buildings manager [redacted] requesting that the temperature [redacted] be raised to 75 degrees and the schedule be changed to start the system at 0500 hours and shut down at 1830 hours. It was also requested that a survey be made by GSA and that the Agency be advised as to what would be required to bring the heating in the building up to standard.

i. Upgrading of Lobby - Ames Building: Approval has been given by the owners of the Ames Building for upgrading the lobby. No date has been set for starting this project.

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j. [redacted] Building Modifications, Phase IV: Design responsibility for the Data Access Center has been transferred to the Field Engineering Branch (FEB), Real Estate and Construction Division, OL.

k. Courier Lounge Renovation: Representatives of ADS and HEB met regarding plumbing construction details and the cost to install the kitchenette unit in Room GB1911, Headquarters Building. HEB stated that HVAC problems are to be corrected by installation of an air handler under a separate Work Order. Preliminary drawings are 20 percent complete.

l. Renovations at the Motor Pool: Revised drawings for modifications to the Ladies' Restroom on the second floor at the Motor Pool were issued to SM&FB on 17 October.

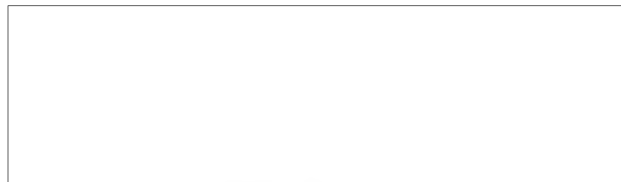
m. Bartender Training - Executive Dining Room: The consulting firm of Richard Hopkins and Associates provided bartender training for personnel in the Executive Dining Room on Wednesday and Friday, 12 and 14 October 1983. As a result, drink selection in the EDR have been expanded to include Martinis, Manhattans, Whiskey Sours,

Tom Collinses, Pina Coladas, and Bloody Marys. After experience is gained in fixing these drinks, the selection of drinks will be increased.

III. Significant Events Anticipated During the Coming Week:

None this reporting period.

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Chief
Logistics Services Division